



**Our Business Is Your Success**

# Workforce Services

## Customized Recruiting & Training Services



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# Workforce Services

## Goal

To enhance recruiting and training development with the creation of a customized training program.



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WORKFORCE SERVICES

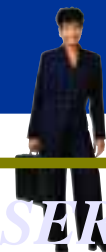
# Workforce Services

## Program History

- Began in 1965 - Second Oldest Economic Development Incentive
- Last Five Years:
  - -95,070 Virginians Trained
  - -1,891 Projects
- FY 2002:
  - -11,268 Virginians Trained
  - -265 Projects



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# Workforce Services

## Number of Projects

- FY 2002: 265 projects
- FYTD 2003: 527 projects



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# Workforce Services

## Number of Jobs Created

- FY 2002: 11,268 new jobs
- FYTD 2003: 11,778 new jobs

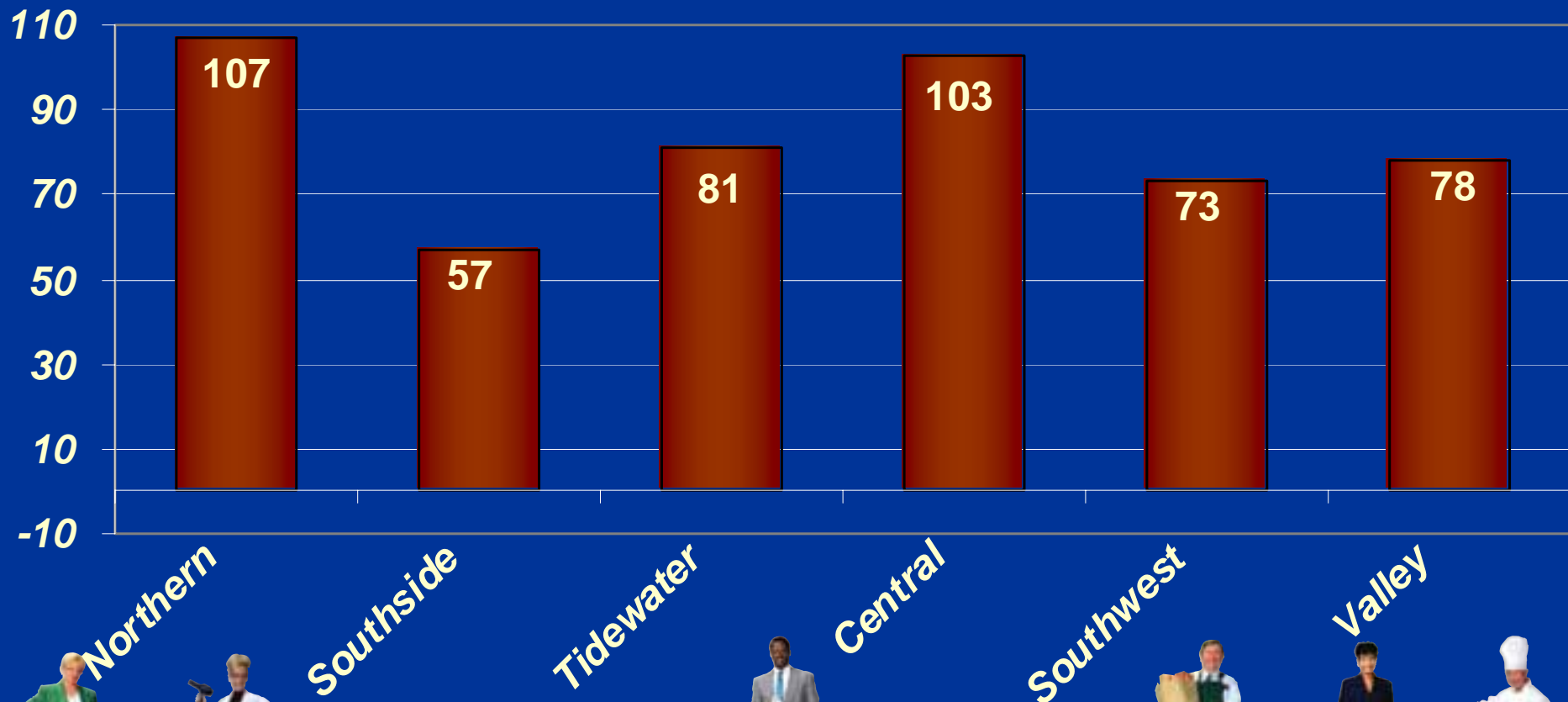


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# Workforce Services

## Projects by Region (FYTD 2003)

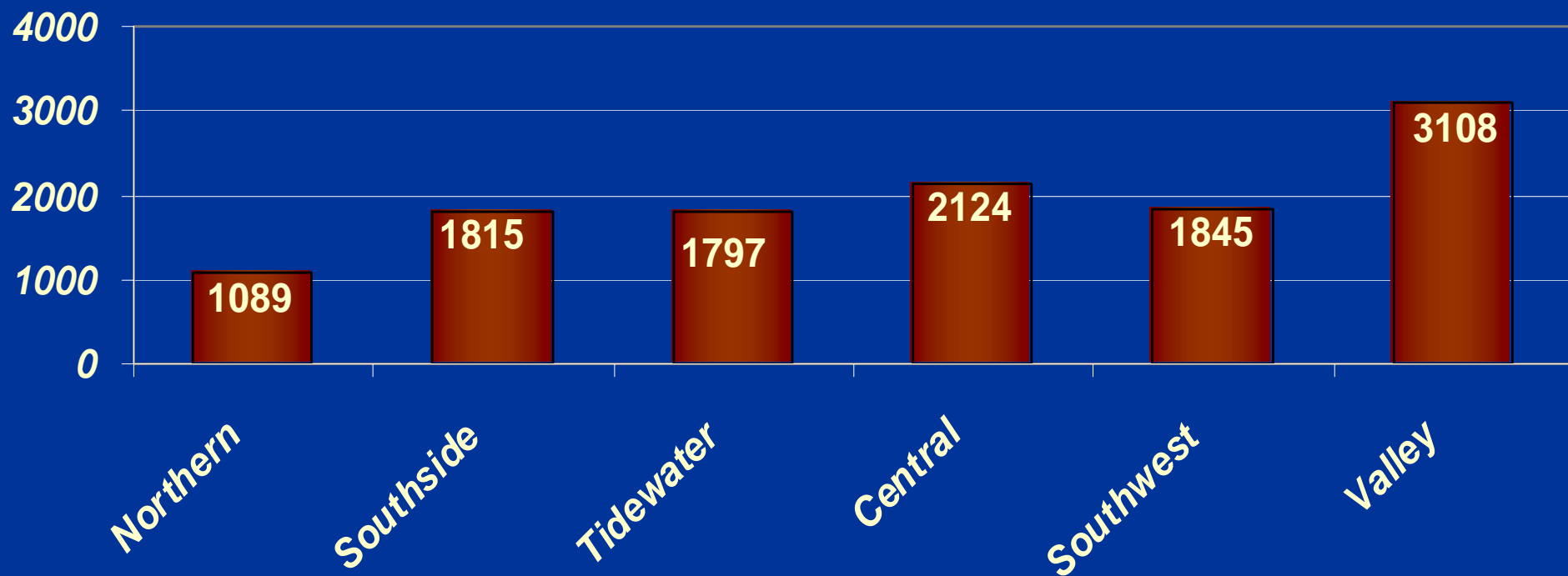


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## Jobs by Region (FYTD 2003)



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# Workforce Services

## Domestic Clients

**TARGET DISTRIBUTION**

Stuarts Draft

**ACE HARDWARE**

Prince George

**TRAVELOCITY.COM**

Clintwood

**AMERICA ONLINE**

Dulles

**HERSHEY CHOCOLATE**

Augusta

**WAL-MART  
DISTRIBUTION**

Williamsburg



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## Northern Region Clients

**ADCS**  
Chantilly

**EDS CORPORATION**  
Herndon

**AMERICA ONLINE**  
Dulles

**SAIC**  
McLean

**DATATEL**  
Fairfax

**LOCKHEED MARTIN**  
Manassas



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## Southside Region Clients

**NESTLE USA**

Danville

**ESSEL-PROPAK**

Danville

**KBKIDS.COM**

Blairs

**COLMBIA FLOORING**

Danville

**NAUTICA**

Martinsville

**BLACKSTONE  
MANUFACTURING**

Blackstone



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## Tidewater Region Clients

**SYSCO**

Suffolk

**IMS GEAR, INC.**

Virginia Beach

**AVID MEDICAL**

Toano

**FIRST DATA  
RESOURCES**

Hampton

**ZIM-AMERICAN  
ISRAELI SHIPPING  
COMPANY**

Norfolk

**OCEAN MARINE**

Portsmouth



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## International Clients

**BAE SYSTEMS**

McLean

**ALFA LAVAL, INC.**

Richmond

**TEMPUR  
PRODUCTIONS**

Duffield

**ZIM-AMERICAN  
ISRAELI SHIPPING  
COMPANY**

Norfolk

**ESSEL-PROPAK**

Danville

**IMS GEAR, INC.**  
Virginia Beach

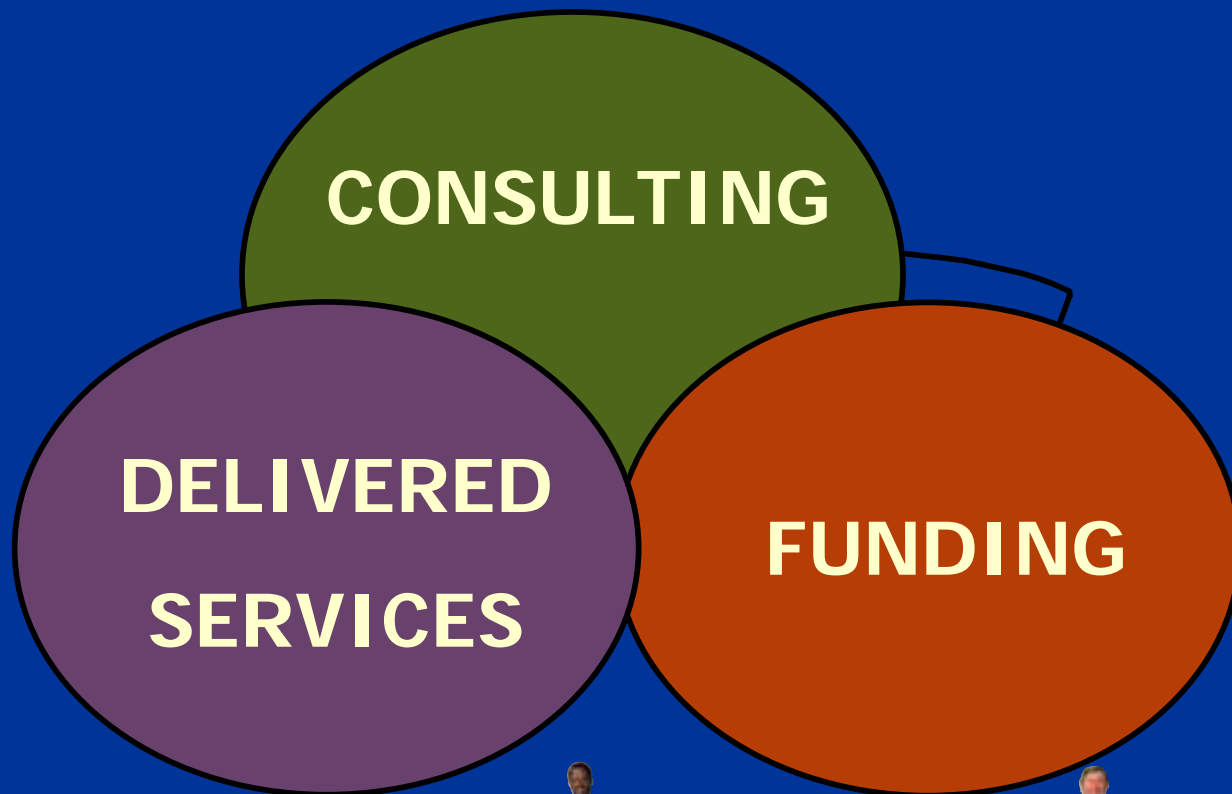


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# Workforce Services

## Services



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# Workforce Services Programs

- Needs Analysis
- Recruitment
- Process Skills Training
- Continuous Improvement
- Training Resources
- Electronic Media Services



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# Workforce Services

## Recruitment

- Newspaper
- Job Fairs
- Internet
- Radio



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# Workforce Services

## Recruitment

**National Job  
Posting**

**Accepting  
Applications**

**Tracking for  
Incentives**

**Basic  
Screening**

**Scheduling  
Interviews**

**Provide  
Facilities**



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# Workforce Services

## Training Analysis

- Company Visitation
- Length of Training
- Training Schedules
- Existing Training
- Job Skills
- Curriculum
- Facilities
- Instructors



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# Workforce Services

## Training Analysis

Custom-Designed Recruiting and  
Training Program to Meet Your  
Requirements



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# Workforce Services

## Pre-employment Assessment

### Program Design May Include:

- Company Orientation
- Hands-on Training
- Related Studies
- Team Building
- Skills



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# Workforce Services

## Pre-employment Benefits

- Reduce training cycles
- Minimize turnout
- Relieved from liability
- "Self-Selection"



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# Hiring Decisions Made Solely By Company



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# Workforce Services

## Training Resources

- Company Trainers
- Vocational Education
- Community Colleges
- Universities
- Consultants
- Vendors



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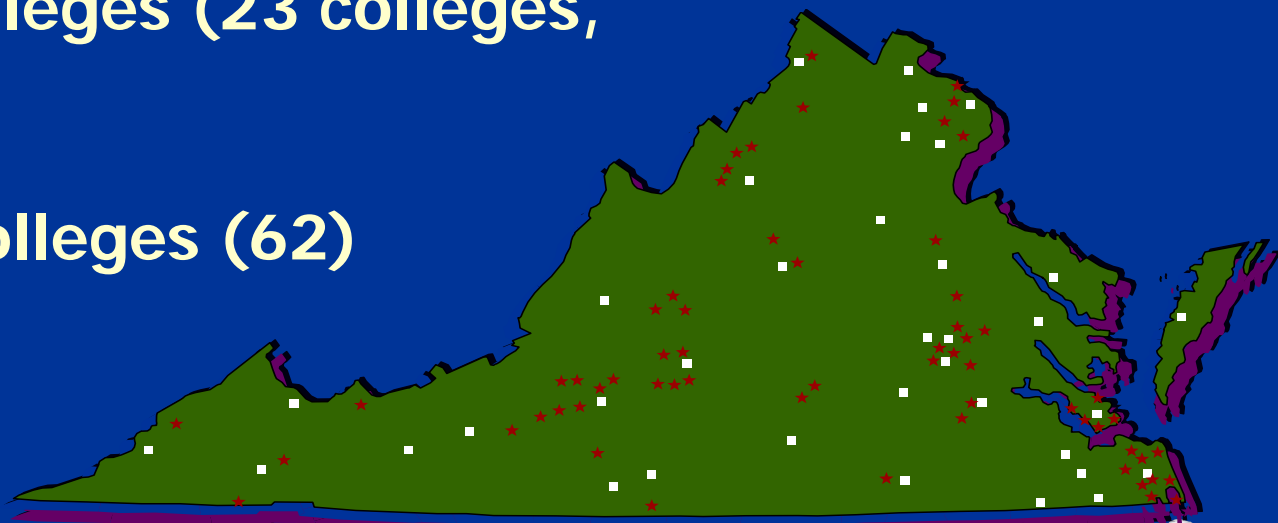


# Workforce Services

## Training Resources

### 85 Institutions of Higher Learning

- Community Colleges (23 colleges, 38 campuses)
- Universities/Colleges (62)



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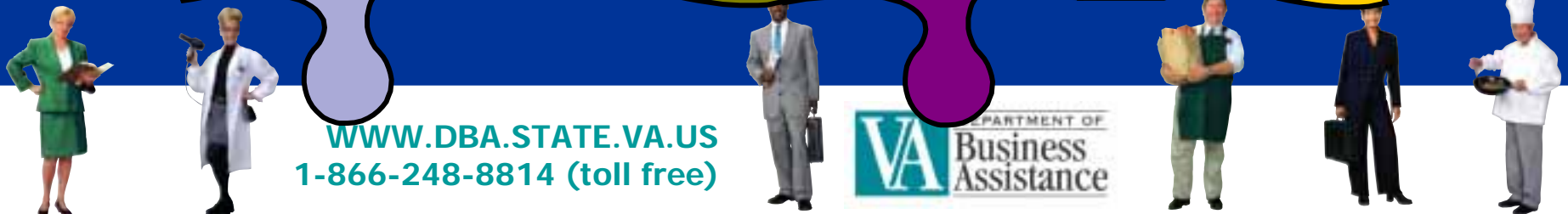


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## Organizational Development



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# Workforce Services

## Electronic Media Services

Orientation

Training

Safety



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# Workforce Services

## Funding

- Advertising
- 50% Instructor Travel
- Pre-Employment Training
- Classroom Instruction
- Process Skills Instruction
- Instructional Aids



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# Workforce Services

## Funding

- Justified for Recruiting and Training
- Events Oriented
- Cost Estimate Developed During Program Design



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# Workforce Services

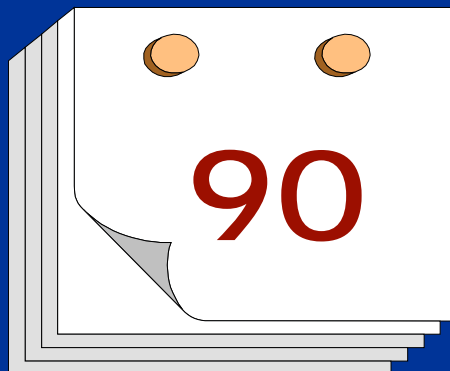
## Funding

Total  
Budget

\$\$\$ per

New  
Job

# of Jobs



*Reimbursement - 90 Days After Hire Date*



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# Workforce Services

## To Get Started...

- Set up Planning Meeting with Company
- Send Application and Estimated Personnel Requirements



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## Program Eligibility

- Create 25 New Jobs Paying at Least \$8/hour
- Make a Minimum Capital Investment of \$1,000,000
- More Than 50% of Your Revenue Must Come From Outside Virginia
- Must Be in Competition With at Least One Other State or Country



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## Retraining Program

- Provides services and funding to companies to assist in training their existing work force.
- *Retraining* is upgrading the skills of existing employees identified as essential to the production or distribution of a product.
- Companies participating in the program are typically those undergoing an integration of new technology, changing product lines, or substantially changing its service delivery process.



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# Workforce Services

## Program Eligibility

- A minimum of ten (10) full-time employees need to be retrained.
- A new capital investment of at least \$500,000
- May utilize the Retraining Program not more than once every two years.
- A minimum entry-level wage rate of \$8.00 per hour is required. (In areas that have unemployment of two times or more the state level, this wage minimum may be waived. Only full-time jobs are eligible for funding.)



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## Small Business New Jobs Program

A pilot program that supports existing Virginia companies which:

- are for-profit
- have been in operation for a minimum of one year prior to application date
- have 250 employees or less company wide.



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# Workforce Services

## Program Eligibility

- Companies creating a minimum of five (5) net new jobs prior to June 30, 2003, and making at least \$100,000 new capital investment
- A minimum entry-level wage rate of \$8.00 per hour is required
- The program supports Virginia businesses not engaged in retail



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## Workforce Investment Act

- WIA funds will be made to available to Virginia businesses to meet the diverse skills training needs of the incumbent workforce.
- All Virginia businesses that have been in operation for a minimum of one year prior to the application date and require training for existing employees are eligible to apply for these funds.



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# Workforce Services

## WIA Eligibility

Funding priority will be given to companies that meet *at least one* of the following criteria:

- Located in rural or distressed inner-city areas
- Located in empowerment and enterprise zones
- Grant proposals represent a significant layoff avoidance strategy
- Employ job creation strategies for entry level workers
- Grant proposals represent a significant upgrade in employee skills



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